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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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07/93  
City Council

**TITLE: DEPUTY PLANNING DIRECTOR**

**DEFINITION**

Under general direction, to plan, direct, organize, and review a major portion of the city's planning programs; to provide professional and technical staff assistance; and to do related work as required.

**REPORTS TO:** Planning Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning Director. Exercises administrative direction over professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Assist in the preparation and implementation of departmental goals, policies, and priorities.
- Manage the activities of the advance planning division.
- Supervise budget preparation and administration.
- Coordinate, supervise, and review the preparation of the most complex short-, mid- and long-range planning work.
- Assist in the resolution of difficult planning, environmental, and administrative policy questions.
- Represent the Planning Director at the City Council and before various boards, commissions, and other public forums.
- Assist in the coordination of departmental programs with other city departments and outside agencies.
- Select, supervise, train, and evaluate professional, para-professional, technical and clerical staff.
- Serve as acting Planning Director as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principals and practices of urban planning.
- Recent developments, current literature, and informational sources in the field of planning, zoning, and environmental matters.
- Research methods.

- Laws related to general plans, environmental matters, zoning, and land division.
- Principles of organization, administration, budget, and personnel management.
- Personal computer operation and software applications.

**Ability to:**

- Coordinate and plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical reports.
- Communicate clearly and concisely, orally and in writing.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- Select, supervise, train, and evaluate professional, para-professional, technical, and clerical staff.
- Operate a personal computer and relevant software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning or related field considered useful in City planning, preferably supplemented by a Master's degree in planning or a related field.

Experience: Six years of professional and responsible experience in the field of urban planning, including two years in a supervisory capacity. A Master's degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Deputy Planning Director

**TO:** Planning Director